

DIRECTOR
Stacie Kwitek-Russell
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FREMONT COUNTY

Department of Human Services

172 Justice Center Road
Canon City, Colorado 81212

COUNTY BOARD
Tim Payne Dist. 1
Debbie Bell Dist. 2
Dwayne McFall Dist. 3

FREMONT COUNTY BOARD OF HUMAN SERVICES MEETING
to be held at the
FREMONT COUNTY ADMINISTRATION BUILDING
615 Macon, Conference Room # 208
Canon City, CO 81212
August 27, 2019 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of July 30, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Legal Contract
- VII. New Business
 - A. Colorado Works Updated Policies
 - B. Employment First Position
 - C. Annual Block Party

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July 30, 2019
2019 MEETING #7

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, July 30, 2019, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Cañon City, Colorado. Chairman Payne called the meeting to order at 2:00 p.m. Those present included:

Tim Payne	Chairman	Present
Dwayne McFall	Chairman Pro Tem	Present
Debbie Bell	Treasurer	Present

Also present: Brenda Jackson, Fremont County Attorney, Sunny Bryant, Fremont County Manager, Stacie Kwitek-Russell, Director, Department of Human Services (DHS) and Kimberly Grondahl, DHS.

MINUTES: Board Member Bell moved, duly seconded by Board Member ^{McFall} Bell, to accept the minutes of the June 25, 2019 meeting with no additions or deletions. Upon vote: Board Member McFall, aye; Board Member Payne, aye, Board Member Bell, aye. The motion carried.

AGENDA: Stacie Kwitek-Russell requested adding an additional agenda item, On Call, under New Business. Board Member Bell moved, duly seconded by Board Member McFall, to approve the July 30, 2019 meeting agenda with the additional item. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

FINANCIAL/CASELOAD REPORT: Following review and discussion of the financial and caseload reports, Board Member McFall moved, duly seconded by Board Member Bell to accept the June financial and caseload reports. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

DIRECTOR'S REPORT: Stacie Kwitek-Russell provided the Board with a written report listing several meetings she attended during the past month and areas of interest she is focusing on within the community; as well as provided an update on various projects within the Department. She discussed the upcoming Professional Development Day; the Department will be closed for a full day of training for all staff. Debbie Bell questioned if the Regional Training Center moving out of the building has had any negative impact. Stacie Kwitek-Russell stated it has not, staff use county vehicles to go to training in Pueblo or Colorado Springs and the space is more fully utilized now.

After a full discussion, Board Member Bell moved, duly seconded by Board Member McFall, to accept the monthly report. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

OLD BUSINESS:

Stacie Kwitek-Russell met with Assistant County Attorney, Roger Larsen, to discuss his scheduled work hours. At this time he declined making any changes. There was a full discussion regarding the current legal workload and anticipated needs of the Department. An agreement was reached to have two full-time in-house attorneys by April of 2020.

NEW BUSINESS:

Stacie Kwitek-Russell discussed bringing back the option for employees to have 4-10 work schedules. She included a draft application and policy for the Board to review, and said if approved it would be implemented January 1, 2020. Debbie Bell requested one structural change be made to the policy, and it was also suggested the Human Resources Director review the documents. Board Member McFall moved, duly seconded by Board Member Bell to approve the 4-10 policy and application including any recommended changes made by the Human Resources Director. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

She then moved on to discuss the Employment First program. She gave a brief explanation of how the program works, as well as historical information regarding how the Department has utilized the program, funding, and the general requirements required by the State. Stacie Kwitek-Russell said it's quite likely the Department will be required to offer Employment First again beginning in October. The allocation dollars are minimal with the majority of the funding being at a 50/50 reimbursement rate. There was a general discussion regarding the issue; Stacie will keep everyone informed as she learns more.

Stacie Kwitek-Russell then reported that the Department will receive \$25,192 in Medicaid Incentive dollars this year. She said Wanda Embrey-Goss advocated for more than what was initially awarded and her efforts paid off.

The final item on the agenda was regarding the child welfare on call policy. Stacie Kwitek-Russell requested the policy be revised to accommodate supervisors that are required to perform regular on call duty also receive the same stipend payment as any other caseworker. She said currently if this situation occurs the supervisor receives no compensation. This would only be in the event that a caseworker is not able to be on call, and it does not apply to the on call supervisor performing supervisor duties for on call needs. After discussion, it was suggested the Human Resources Director review the policy. Board Member Bell moved, duly seconded by Board Member McFall to approve the amended child welfare on call policy including any recommended changes made by the Human Resources Director. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:43 p.m.



Chairman, Fremont County Board of Human Services

8/27/2019

Date



Secretary

8/27/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JULY 2019

\$ 1,276,314.18

WARRANTS ISSUED JULY 26, 2019 THROUGH AUGUST 22, 2019

8/1/2019	23,221.41
8/8/2019	302,593.82
8/14/2019	22,225.20
8/20/2019	3,515.09
8/21/2019	240,124.73
Total	\$591,680.25

I, STACIE KWITEK-RUSSELL, Director of the Department of Human Services, of Fremont County, Colorado, hereby certify that the payments as set forth herein as of this date have been approved and authorized to be issued through the EBT system or warrant.

27-Aug-19

Date



Stacie Kwitek-Russell, Director

We the undersigned Fremont County Board of Commissioners acting in the capacity of Fremont County Board of Human Services do hereby certify the above EBT authorizations and ratify the warrants issued, having been properly certified by the Director of Fremont County Department of Human Services according to law, are approved for payment. Done this 27th day of August, 2019.



Chairman Payne



Commissioner Bell



Commissioner McFall

**Fremont County Department of Human Services
July 2019 EBT Issuance & Caseload Information**

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$102,070.29	\$107,671.59	269	299
AND	\$30,822.23	\$33,519.79	138	140
OAP	\$73,224.12	\$75,761.56	282	280
Child Care	\$64,588.53	\$62,353.66	130	114
LEAP	\$0.00	\$69,588.27	0	387
Food Assistance	\$769,304.00	\$786,693.77	3613	3648
OOH Placements	\$206,961.19	\$216,952.85	177	188
CORE	\$28,543.82	\$28,586.19	174	157
Case Services	\$800.00	\$1,159.29	1	1
Total EBT Issuance:	\$1,276,314.18	\$1,382,286.99		
Medicaid Transportation	\$12,458.33	\$10,825.43	84	77
Child Welfare Intake Referrals:				
Total Referrals	90			
Screened In	33			
% Screened In	36.67%			
APS:				
Total Referrals:	36			
Screened in	15			
% Screened in	42%			
Open cases with Legal Authority	7			
Open cases w/o Legal Authority	34			
Total Ongoing Cases	41			
SEP/OLTC:				
Pending	35			
Total Caseload	349			

Fremont County, CO Human Services Check Report

By Check Number

Date Range: 07/26/2019 - 08/22/2019

Vendor Name	Payment Date	Payment Amount	Number
Black Hills Energy	08/01/2019	3,961.36	178573
CSS Overcollect	08/01/2019	20.00	178574
Dee's Pace	08/01/2019	56.50	178575
Developmental Opportunities	08/01/2019	10,954.40	178576
Fed Ex	08/01/2019	8.97	178577
Fremont County BOCC	08/01/2019	1,778.25	178578
Fremont County BOCC	08/01/2019	3,995.40	178579
Gobins, Inc.	08/01/2019	1,260.14	178580
The Green Thumb Initiative	08/01/2019	593.18	178581
King Soopers Customer Charges	08/01/2019	28.74	178582
Mark B. Kwitek	08/01/2019	25.00	178583
Offerson Toner	08/01/2019	165.98	178584
SECOM, INC.	08/01/2019	217.49	178585
Sign Language Network, Inc.	08/01/2019	156.00	178586
Arapahoe County DHS	08/08/2019	3,492.30	178587
Southern Colorado Auto Glass	08/08/2019	181.22	178588
Card Services	08/08/2019	1,223.86	178589
City of Cañon City	08/08/2019	1,818.21	178590
Colorado Interactive, LLC	08/08/2019	6.93	178591
Domino's Pizza	08/08/2019	37.24	178592
WEX Bank	08/08/2019	887.95	178593
Fed Ex	08/08/2019	23.51	178594
Fremont County BOCC	08/08/2019	237,918.49	178595
Fremont County Sheriff's Office	08/08/2019	25,670.22	178596
Fremont Sanitation District	08/08/2019	1,926.08	178597
In & Out Conoco	08/08/2019	3,618.32	178598
Intervention, Inc.	08/08/2019	80.00	178599
King Soopers Customer Charges	08/08/2019	50.00	178600
Laboratory Corporation of America	08/08/2019	418.00	178601
The Rock Parts Co	08/08/2019	172.06	178602
RE-1 School District	08/08/2019	13,744.50	178603
RE-2 School District	08/08/2019	5,383.56	178604
RE-3 School District	08/08/2019	863.94	178605
Rocky Mountain Behavioral Health, Inc.	08/08/2019	1,020.00	178606
Jonathan K. Martinez	08/08/2019	20.00	178607
Tyler Technologies, Inc.	08/08/2019	1,568.58	178608
Verizon	08/08/2019	184.34	178609
Verizon Wireless	08/08/2019	2,284.51	178610
Atmos Energy	08/14/2019	50.43	178611
Business Solutions Leasing	08/14/2019	1,542.53	178612
Chafee Client Services	08/14/2019	25.00	178613
Fremont County BOCC	08/14/2019	2,802.74	178614
Golden Age Center	08/14/2019	794.44	178615
LexisNexis Risk Solutions	08/14/2019	150.00	178616
CSS Overcollect	08/14/2019	300.00	178617
Medicaid Transportation	08/14/2019	1,033.60	178618
Medicaid Transportation	08/14/2019	2.46	178619
Medicaid Transportation	08/14/2019	23.78	178620
Medicaid Transportation	08/14/2019	19.76	178621
Medicaid Transportation	08/14/2019	414.51	178622
Medicaid Transportation	08/14/2019	88.15	178623
Medicaid Transportation	08/14/2019	565.39	178624
Medicaid Transportation	08/14/2019	224.68	178625
Medicaid Transportation	08/14/2019	1,117.89	178626
Medicaid Transportation	08/14/2019	177.12	178627
Medicaid Transportation	08/14/2019	69.29	178628
Medicaid Transportation	08/14/2019	18.04	178629
Medicaid Transportation	08/14/2019	209.51	178630

Medicaid Transportation	08/14/2019	32.80	178631
Medicaid Transportation	08/14/2019	36.08	178632
Medicaid Transportation	08/14/2019	333.74	178633
Medicaid Transportation	08/14/2019	744.15	178634
Medicaid Transportation	08/14/2019	32.80	178635
Medicaid Transportation	08/14/2019	39.77	178636
Medicaid Transportation	08/14/2019	139.81	178637
Medicaid Transportation	08/14/2019	48.38	178638
Medicaid Transportation	08/14/2019	93.48	178639
Medicaid Transportation	08/14/2019	55.76	178640
Medicaid Transportation	08/14/2019	179.58	178641
Medicaid Transportation	08/14/2019	785.97	178642
Medicaid Transportation	08/14/2019	228.37	178643
Medicaid Transportation	08/14/2019	113.16	178644
Medicaid Transportation	08/14/2019	891.75	178645
Medicaid Transportation	08/14/2019	143.56	178646
Medicaid Transportation	08/14/2019	33.62	178647
Medicaid Transportation	08/14/2019	28.88	178648
Medicaid Transportation	08/14/2019	788.84	178649
Medicaid Transportation	08/14/2019	30.75	178650
Medicaid Transportation	08/14/2019	200.90	178651
Medicaid Transportation	08/14/2019	327.70	178652
Medicaid Transportation	08/14/2019	100.04	178653
Medicaid Transportation	08/14/2019	141.94	178654
Medicaid Transportation	08/14/2019	738.00	178655
Medicaid Transportation	08/14/2019	29.11	178656
Medicaid Transportation	08/14/2019	131.61	178657
Medicaid Transportation	08/14/2019	30.34	178658
Medicaid Transportation	08/14/2019	123.36	178659
Medicaid Transportation	08/14/2019	29.26	178660
Medicaid Transportation	08/14/2019	89.79	178661
Medicaid Transportation	08/14/2019	26.65	178662
Medicaid Transportation	08/14/2019	80.77	178663
Medicaid Transportation	08/14/2019	132.02	178664
Medicaid Transportation	08/14/2019	39.77	178665
Medicaid Transportation	08/14/2019	23.78	178666
Medicaid Transportation	08/14/2019	186.55	178667
Medicaid Transportation	08/14/2019	285.77	178668
Medicaid Transportation	08/14/2019	27.88	178669
Medicaid Transportation	08/14/2019	56.58	178670
Medicaid Transportation	08/14/2019	70.52	178671
Medicaid Transportation	08/14/2019	82.82	178672
Medicaid Transportation	08/14/2019	47.97	178673
Medicaid Transportation	08/14/2019	16.81	178674
Medicaid Transportation	08/14/2019	398.52	178675
Medicaid Transportation	08/14/2019	367.36	178676
Medicaid Transportation	08/14/2019	149.65	178677
Medicaid Transportation	08/14/2019	52.82	178678
Medicaid Transportation	08/14/2019	92.66	178679
Medicaid Transportation	08/14/2019	88.56	178680
Medicaid Transportation	08/14/2019	120.95	178681
Medicaid Transportation	08/14/2019	6.56	178682
Medicaid Transportation	08/14/2019	45.10	178683
Medicaid Transportation	08/14/2019	315.70	178684
Senior Services Solutions Plus	08/14/2019	1,157.24	178685
Medicaid Transportation	08/14/2019	100.04	178686
Medicaid Transportation	08/14/2019	71.75	178687
Medicaid Transportation	08/14/2019	100.04	178688
Medicaid Transportation	08/14/2019	79.95	178689
Medicaid Transportation	08/14/2019	3.28	178690
Medicaid Transportation	08/14/2019	3.28	178691

Medicaid Transportation	08/14/2019	13.94	178692
Medicaid Transportation	08/14/2019	418.20	178693
Medicaid Transportation	08/14/2019	26.65	178694
Medicaid Transportation	08/14/2019	17.22	178695
Medicaid Transportation	08/14/2019	747.84	178696
Medicaid Transportation	08/14/2019	236.16	178697
Medicaid Transportation	08/14/2019	181.22	178698
Lacey Arroyo	08/20/2019	120.19	178699
James Arthur	08/20/2019	77.40	178700
Diane Benge	08/20/2019	78.00	178701
Braun, Stephani	08/20/2019	37.00	178702
Kelly Broomfield	08/20/2019	160.00	178703
Kora Burrell	08/20/2019	448.90	178704
Logan Crumley	08/20/2019	13.00	178705
Kristi Degarmo	08/20/2019	130.50	178706
Alexis Enslow	08/20/2019	276.25	178707
Garrett, Sarah	08/20/2019	155.40	178708
Gunter, Jordan	08/20/2019	147.50	178709
Mary Tina Gurule	08/20/2019	122.13	178710
Heller, Ryan	08/20/2019	155.80	178711
Melanie Herold	08/20/2019	126.50	178712
Anna Kehl	08/20/2019	74.50	178713
Melanie Keith	08/20/2019	126.86	178714
Corinna Lemay	08/20/2019	118.42	178715
Christen LoPresti	08/20/2019	179.55	178716
Janell Miller	08/20/2019	162.50	178717
Angela Near	08/20/2019	40.70	178718
Kara Reichert	08/20/2019	160.31	178719
Michelle Short	08/20/2019	81.50	178720
Rebecca Tamez	08/20/2019	185.27	178721
Kim Tauber	08/20/2019	68.00	178722
Claudia Torres	08/20/2019	59.31	178723
Amanda Whitt	08/20/2019	28.00	178724
Kendyl Yates	08/20/2019	181.60	178725
Colorado Bureau of Investigations	08/21/2019	79.00	178726
Easter Law, PLLC	08/21/2019	800.00	178727
Fremont County BOCC	08/21/2019	233,583.62	178728
The Green Thumb Initiative	08/21/2019	1,186.37	178729
Insight Public Sector, Inc.	08/21/2019	733.00	178730
Journeys to Home Cañon City, LLC	08/21/2019	77.00	178731
Amy Maroni	08/21/2019	146.62	178732
Nancy Myers	08/21/2019	13.75	178733
Offerson Toner	08/21/2019	642.20	178734
Office Depot	08/21/2019	5.22	178735
Reserve Account	08/21/2019	1,535.10	178736
Terri Rommel-Ruiz	08/21/2019	562.96	178737
Jonathan K. Martinez	08/21/2019	111.40	178738
Walmart Community/RFCSELLC	08/21/2019	288.49	178739
Steven C. Zentz	08/21/2019	360.00	178740

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	220.00	168	591,680.25
Manual Checks	0.00	0	0.00
Voided Checks	0.00	0	0.00
Bank Drafts	0.00	0	0.00
EFT's	0.00	0	0.00
	220.00	168	591,680.25

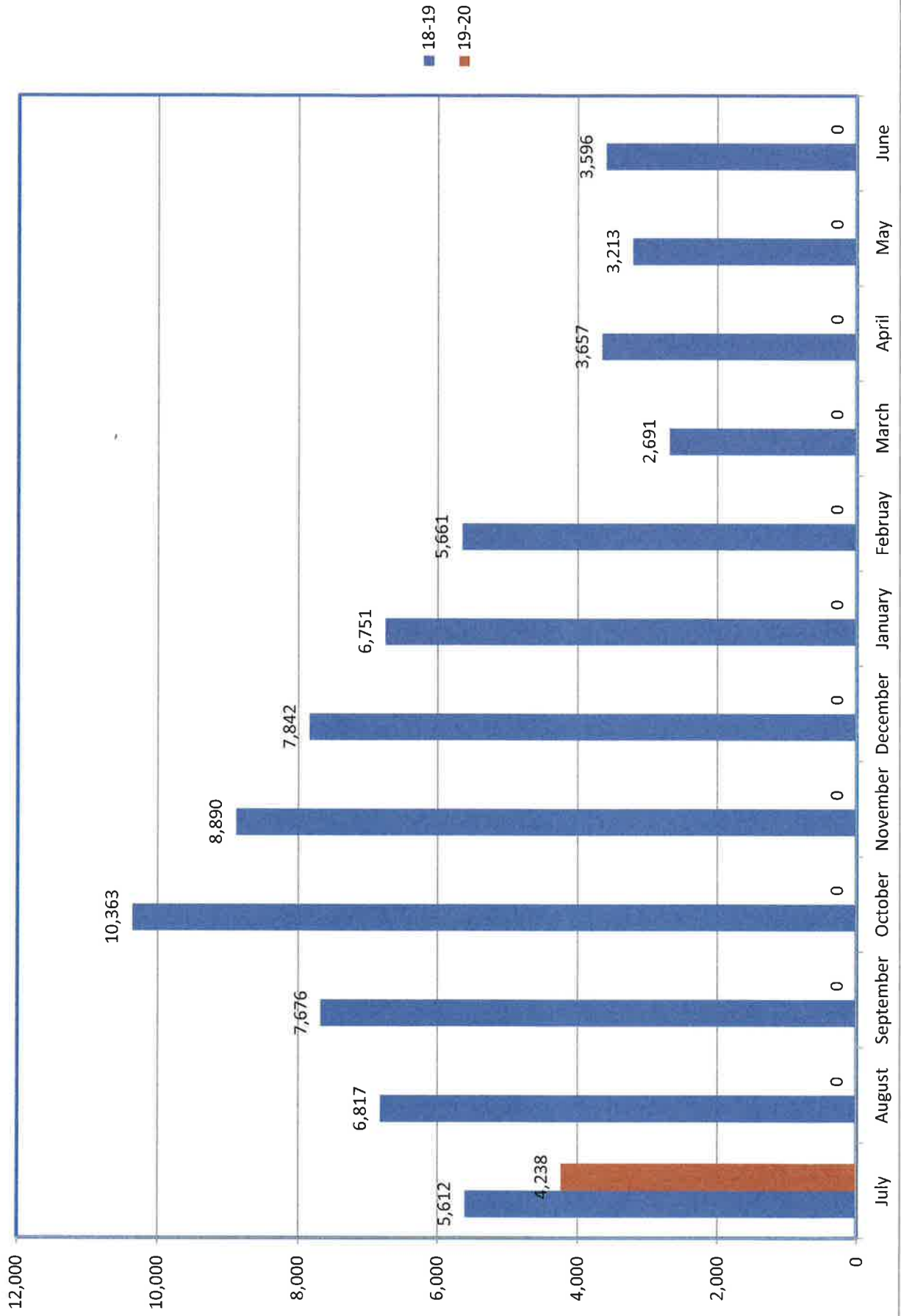
Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2019 Period Ending: 07/31/2019

	2019 Total Budget	July 2019 Activity	YTD Activity	Percent Remaining
Revenue				
Current Property Taxes	1,186,840.00	18,583.26	1,132,794.71	5%
Delinquent Taxes	1,500.00	560.05	1,021.70	32%
Specific Ownership Tax	175,000.00	14,436.27	114,553.55	35%
Other Financing Sources	80,000.00	2,490.91	30,814.25	61%
Interest & Penalties	1,000.00	864.30	1,349.85	35%
Admin/Program Revenue	6,814,224.00	511,240.01	3,724,823.23	45%
Child Welfare Donation	2,000.00	0.00	544.55	73%
Deferred Revenue	428,789.00	37,125.92	213,550.42	50%
Revenue Total:	8,689,353.00	585,300.72	5,219,452.26	40%
Expense				
Salary Expense	5,052,998.00	362,972.28	2,737,075.19	46%
Health Insurance	1,019,654.00	71,052.03	522,530.20	49%
Life Insurance	5,663.00	306.06	2,315.78	59%
Medicare	84,846.00	5,220.26	39,912.30	53%
Retirement	151,619.00	8,995.64	71,454.26	53%
Social Security	315,384.00	21,212.40	160,250.81	49%
Unemployment	16,874.00	1,022.71	7,752.98	54%
Workers Compensation	59,907.00	3,121.53	25,086.97	58%
RMS	-15,259.00	0.00	0.00	40%
Contract Services	266,000.00	34,126.88	99,306.93	63%
Title XX	900.00	0.00	0.00	100%
Tanf Admin Tuition	250.00	0.00	0.00	100%
Utilities	97,550.00	3,217.05	46,859.23	52%
Maintenance Grounds	0.00	0.00	9,600.00	0%
Building Maintenance	7,000.00	850.00	7,519.21	-7%
Equipment Maintenance	40,250.00	9,697.84	26,994.43	33%
Equipment Rental	21,150.00	1,632.03	10,098.53	52%
Building Lease	0.00	1,778.25	23,117.25	0%
Travel	205,642.00	4,912.35	116,139.83	45%
Advertising	5,000.00	0.00	5,762.11	-15%
Telephone	750.00	0.00	0.00	100%
Printing & Forms	36,045.00	2,717.78	19,181.54	47%
Legal Fees	1,500.00	0.00	705.33	53%
Purchase of Service	1,500.00	0.00	675.60	55%
Books & Subscriptions	4,165.00	159.00	477.00	89%
Office Supplies	107,200.00	2,520.62	44,551.38	58%
Postage	24,100.00	1,319.67	12,132.28	50%
Document Scanning	30,700.00	4,123.81	13,345.23	57%
Expert Witness	7,700.00	434.44	2,894.59	62%
Interpreter	1,900.00	0.00	136.50	93%
Document Destruction	2,000.00	465.00	525.00	74%
Dues & Memberships	7,000.00	0.00	3,910.00	44%
Audit Fees	12,110.00	7,800.00	7,800.00	36%
Vital Statistics	100.00	0.00	25.00	75%
Fingerprinting	7,350.00	79.00	3,274.50	55%
Foster Parent Training	5,400.00	0.00	16,573.07	-207%
Fraud Registration Fees	100.00	0.00	50.00	50%
Other Equipment	0.00	0.00	3,652.40	0%
TANF Burials	500.00	0.00	200.00	60%
Client Services	195,729.00	13,119.18	120,855.13	38%
Program Expense	968,400.00	57,332.37	493,116.44	49%
EBT Costs	10,800.00	862.06	5,879.44	46%
Non Reimbursable	158,000.00	7,500.00	28,544.13	87%
Expense Total:	8,918,477.00	628,550.24	4,690,280.57	47%
Report Surplus (Deficit):	-229,124.00	-43,249.52	529,171.69	

Employee Mileage Reimbursement



Estimated Expenditures /19-20 SFY Allocation
31-Jul

	Allocation	Estimated Annual Expenses	Estimated % Used
County Admin	1,055,488.22	769,383.84	72.89%
HCPF Admin	765,700.32	774,682.32	101.17%
APS Admin	274,707.95	160,147.56	58.30%
Child Care	1,101,312.17	883,237.80	80.20%
Colo Works	1,784,015.00	1,705,310.04	95.59%
Child Welfare	4,404,623.98	3,817,426.80	86.67%
Core Services	1,100,192.09	976,421.28	88.75%

Director's Report


August 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: August 21, 2019

- On July 26th I participated in a meeting with Judicial and RE-1 & RE-2 School Districts to plan for a more collaborative effort in Truancy. We discussed opportunities for DHS to intervene earlier in a case to affect better outcomes for the youth and their families.
- On July 31st, we held our first Professional Development Day. It was a huge success and the staff very much appreciated the uninterrupted opportunity to learn. We are looking forward to our second one on October 30th.
- I have met several times with Lori Jenkins from Kindred Kids during this month regarding the separation from Family Crisis Services and the logistics of starting a new 501c3. I am happy to report that they received notification that their application has been approved in record time. Funding is slowly coming together as well. DHS will offer support where needed.
- I met with Brian Turner, Solvista Health, regarding various issues that our agencies are working on within the community. Solvista continues to work towards a detox center in Fremont County. The biggest challenge is locating property that is acceptable to the Canon City Fire District that they could trade for the property on Justice Center Rd.
- I met with Autumn Dever from UAACOG regarding an opportunity to apply to participate in initiative "Built for Zero" supported by Kaiser Permanente and the Colorado Department of Local Affairs. This is an opportunity for communities to develop plans to address homelessness. UAACOG, Loaves & Fishes and DHS have committed to participate in this application. Other stakeholders will be invited to join.
- We have continued our planning efforts for Employment First so that we are ready for an October 1st implementation.
- We held our annual school supply drive at DHS. This is a competition between teams. The winning team, Eligibility Intake, donated 1147 items! The management team will treat them to lunch.
- DHS had representatives participate in the summer Point in Time Count to assess our homelessness within the county. The data has not yet been compiled; however the initial indication would be that it might be a bigger issue than previously thought.

	<p>Fremont County Department of Human Services (FCDHS) COLORADO WORKS POLICIES</p>
<p>POLICY TITLE Diversion (State and County) Program</p>	
<p>POLICY NO. CWP-007</p>	<p>EFFECTIVE DATE May 1, 2017 Updated August 12, 2019</p>
<p>AGENCY DIRECTOR APPROVAL</p>	<p>BOARD OF HUMAN SERVICES ADOPTION DATE</p>

BACKGROUND

FCDHS recognizes that families may have immediate and short-term needs for financial assistance that, if met, can quickly stabilize the household, thereby diverting a need for ongoing basic cash assistance (BCA). In order to meet these needs in the community, FCDHS provides a diversion cash assistance program for qualified families.

PURPOSE

The purpose of this policy is to identify the eligibility and suitability criteria for diversion payments, outline programmatic components associated with such payments, and establish a period of ineligibility for receiving ongoing cash assistance, barring hardship, once diversion has been issued. Maximum dollar thresholds are also established in this policy.

A diversion payment is a needs-based, cash or cash-equivalent payment designed to meet short-term needs. Payments are designed to address specific crisis situations or episodes of need and are not designed to meet basic ongoing needs.

Families who meet eligibility criteria for basic cash assistance may be eligible for a state diversion payment. Families who otherwise meet the eligibility criteria for basic cash assistance, but are over the income guidelines (needs standard) and whose income is less than \$75,000 annually may be eligible for a county diversion payment.

FCDHS has state diversions (which includes Family Stabilization State Diversions) and county diversions (which are subject to available appropriation) available. They are only to be made when there is no need for ongoing support or more extensive case management or services, and the payment is expected to substantially promote or maintain a family's economic well-being through attachment to employment or another steady source of income. Prior to issuing a diversion payment, FCDHS will determine that ongoing need is not anticipated.

POLICY

FCDHS provides cash or cash-equivalent payments not to exceed the listed amounts per family to eligible and suitable families based upon established need, in conjunction with the determination that need is not expected to be ongoing.

- State Diversion not to exceed \$1,700.
- County Diversion not to exceed \$500 in a month up to a maximum of \$1,000 per year . The year begins when the first payment was issued.
- Family Stabilization Diversion not to exceed up to twice of the BCA amount for which they would have been eligible.

Eligibility

To receive a state diversion payment, applicants must be found eligible for basic cash assistance (BCA) by Colorado Benefits Management System (CBMS). Payments will be made through CBMS. Those who are otherwise eligible for BCA but are over the income guidelines (needs standard) and whose income is less than \$75,000 annually may be eligible for county diversion. To be eligible for the County Diversion, the family must have received a TANF BCA payment from FCDHS within the past 12-months, be employed and meet the 185% eligibility guidelines each month prior to payment and have at least one child under the age of 18.

Diversions will not be paid out to families that are serving Sanctions and/or Intentional Program Violations.

Need

The applicant must demonstrate a need for a specific item or type of assistance that will promote or help maintain permanent employment, and/or economically stabilize the family, and is likely to ensure long-term economic well-being. The following criteria must be established:

- 1) The applicant (or participant) does not need long-term cash assistance as determined by an assessment;
- 2) The applicant or participant demonstrates a need for a specific item or type of assistance.

This assistance may not extend beyond four (4) months, and those who receive a diversion payment must agree to a 12-month period of ineligibility (POI) for Colorado Works (both basic cash assistance and diversion), 2- month POI for Family Stabilization Diversion, barring hardship. The POI begins on the first day of the month following the payment month. If the participant is unable to sustain the agreement of the Individual Plan due to hardship, he or she may apply for basic cash assistance or another diversion payment prior to the end of the POI. The applicant must request good cause and be approved prior to FCDHS ending the POI. The Good Cause request will be forwarded to the Good Cause Committee for decision. Hardship for this purpose is defined as an unforeseen, unexpected and otherwise unmanageable event or crisis.

Suitability

In order to be eligible for a diversion payment in FCDHS, one adult member of the household must meet one or more of the following criteria:

- Be employed or have a verified offer of employment
- Demonstrate the ability to maintain employment during the POI
- Have stable housing or ability to obtain stable housing
- Family Stabilization Suitability requires having a specific crisis or an episode of need.

Assessment

FCDHS conducts in-depth assessments of family members who have been determined to be a part of the assistance unit at application. A FCDHS worker will assess the family to develop the most appropriate plan for them to meet their long-term economic security goals. Diversions will be issued based upon assessed need. FCDHS workers engage in prospective budgeting and progressive wage employment with applicants to ensure needs can be met after the diversion grant is issued throughout the duration of the POI.

In addition to diversion payments, eligible participants may receive supportive services based on the assessed needs of the family.

Payment

- A State Diversion not to exceed \$1,700.
- County Diversion not to exceed \$500 in a month up to a maximum of \$1,000 per year . The year begins when the first payment is issued.
- Family Stabilization Diversion not to exceed up to twice of the BCA amount for which they would have been eligible.

A family may not receive more than three diversion payments in a five-year time span and can only receive one type of diversion per 12-month period. The 12-month period starts when the first diversion is paid. However, the County Director of designee has the discretion to override the number and amount of diversions if an extreme hardship exists. A diversion payment may not be made in the same month that basic cash assistance is received.

Payments will be issued on an EBT card (via direct deposit) or paid directly to vendors.

Allowable Use of Funds

Diversion assistance may be used for, but is not limited to, the following types of short-term assistance:

- Work-related expenses such as uniforms, dues or supplies.
- Transportation costs including car repair, car insurance, etc.
- Housing.
- Training or education.
- Amelioration of any other identified barrier to employment or economic well-being.

Terms

Those receiving a diversion payment in Fremont County develop a plan to establish the following:

- 1) Document the reason why ongoing cash assistance is not a need;
- 2) Define the expectations and the terms of diversion payment;
- 3) Specify the need(s) for and the specific type(s) of non-recurring cash payment; and
- 4) Specify the possible impacts on other assistance including Medicaid, SNAP and child care.

Payment will be based on the participant's actual estimated need.

Diversion payments will be made at the discretion of FCDHS, and are subject to available appropriations. No applicant is entitled to a diversion payment. When necessary, recoveries may be pursued.

Signed by:

FREMONT COUNTY BOARD OF HUMAN SERVICES:

Commissioner Payne


Date

Commissioner Bell

Date

Commissioner McFall

Date

	<p>Fremont County Department of Human Services (FCDHS) COLORADO WORKS POLICIES</p>
<p>POLICY TITLE Other Assistance & Supportive Services</p>	
<p>POLICY NO. CWP-004</p>	<p>EFFECTIVE DATE May 1, 2017 Updated August 12, 2019</p>
<p>AGENCY DIRECTOR APPROVAL</p>	<p>BOARD OF HUMAN SERVICES ADOPTION DATE</p>

BACKGROUND / PHILOSOPHY

FCDHS, along with our workforce development partners, economic development community, community-based organizations, education and training providers, and other stakeholders plays a key role in supporting economic well-being for low-income individuals and families in our community. FCDHS recognizes that employment is a key component of family stabilization and economic stability, and acknowledges that education and other work and family supports are crucial for attachment to employment that offers family-sustaining wages, and career advancement opportunities.

Because of this, FCDHS provides broad assistance to eligible Colorado Works participants to help them establish economic security, enhance their quality of life, and promote employment goals.

PURPOSE

The purpose of this policy is to outline supports and services available through FCDHS. Access to these services is contingent upon individual and family needs and Colorado Works program engagement, within the limits of county resources.

POLICY

Income Eligibility

To receive other assistance or supportive services, participants must be eligible for basic cash assistance and meet all criteria for the Colorado Works program.

Additional Eligibility

Participants must meet criteria for non-financial eligibility for the Colorado Works program.

All case types are eligible for the supports defined by this policy, as family need and county resources allow. All additional supports and services must be identified in the individualized plan and case documentation must be provided to substantiate need.

FCDHS takes an individualized, strengths-based approach when assessing families for supports and services that they may be need in addition to their cash grant, and beyond standard program services. FCDHS staff has the responsibility of linking participants to resources that will help support their long-term economic security, and ensuring they receive appropriate supports in a timely manner. This includes advocacy, counseling, prevention and intervention, and mediation services, when appropriate.

ALL FAMILIES

Quality Child Care

Child care assistance in the form of cash aid, a vendor payment, or low-income Child Care Assistance may be provided through the Colorado Works program as the need arises. Appropriate child care is defined as child care that maintains the health and safety of the child while encouraging growth and development. The child care may be provided either by a licensed or exempt child care provider. An unlicensed provider is found unsuitable by FCDHS if an individual residing in the home, or who has access to the home, has a record of child abuse or neglect, violent behavior, substance abuse or any activity that may endanger the health or welfare of the child. Providers offering specialized care may be available for children with medical conditions of special needs.

Family Stabilization

FCDHS provides or makes appropriate referrals for a variety of family strengthening and support services including, but not limited to: life skills workshops, parenting classes, support groups, mentoring programs, health and nutrition classes, domestic violence perpetrator treatment, and mental health services.

Enhanced Family and Employment Supports

Fremont County may provide work subsidies on a limited basis to support attachment to the labor market as county resources allow. The opportunities for paid or unpaid internships are developed on an individualized basis.

The paid internships provide immediate access to employment and earnings, and to increase work experience, skills and connections in order to improve their employability after the paid subsidy ends.

The unpaid internships provide work experience by including skills training such as soft skills, time management and computer skills, helping with choosing a career choice and connecting with an experienced person who can guide and mentor the participant.

Additional or supplementary payments germane to attachment to employment may also be provided, and may include, but are not limited to, the following:

- Transportation Expenses to Participate in Employment, Training, or Job Preparation;
- Automotive related items;
- Employment Required Tools and Equipment and not covered by the Workforce Investment Opportunity Act (WIOA);
- Clothing;
- Glasses;
- Dental Work, or other Prosthetic Devices necessary for Employment and not covered under Medicaid or Vocational Rehabilitation services;
- Relocation Assistance, consistent with a firm job offer;
- Personal Care Items and services needed for participating in work-related activities;
- Phone Service;
- Child care;
- GED classes and test fees;
- Licensing exams;
- Dues and Fees;
- Tuition, books, supplies and fees associated with an approved educational plan.

Referrals

FCDHS provides referrals for any available supportive services to applicants and participants. Referrals include but are not limited to:

- Shelter services for families who are homeless or in danger of homelessness;
- Shelter services for victims of domestic violence and their children who are homeless or in danger of homelessness;
- Treatment of victims of domestic violence and their children;
- Budget management for victims of domestic violence and their children and to substance abuse clients;
- Treatment to perpetrators of domestic violence and for victims of domestic violence and their children;
- Parenting skills and improve school readiness;
- Substance abuse treatment;
- Mental Health services;
- Women and adolescent intensive outpatient therapy;
- Day treatment services;
- Treatment for victims of sexual abuse;

- Food Assistance to individuals and families; food banks;
- WIC Assistance;
- Child Welfare services for Title IV-A Emergency Assistance eligible families.

Payment

The maximum amount of expenditures per participant may not exceed Seventeen Hundred Dollars (\$1,700.00) in a twelve (12) month period, excluding child care assistance. The twelve (12) month period will coincide with the state fiscal year July through June of each year. All expenditures shall be documented in the case record and inputted into CBMS for tracking purposes. County Director or the Director’s designee has the discretion to override the amount of other assistance if a hardship exists. The Director, or designee, must document such hardship in CBMS.

Assistance may be provided either as a one-time assistance payment or on an on-going basis, both of which are intended to promote sustainable employment. Payments will be paid to a participant’s EBT card only if unable to utilize voucher that would serve as a direct vendor payment, or gift cards to specific vendor, depending on the nature of the approved expense. Any expenditure over two hundred dollars (\$200.00) shall be made directly to a vendor, unless, approved by the unit supervisor to be made directly to the participant.

In addition to the two thousand dollars (\$2,000.00), a participant that obtains or maintains employment is also eligible for start to work expenses which may include but are not limited to the above listed items.

Additional Cash Assistance

FCDHS may authorize recurring payments designed to meet the basic ongoing needs of the persons in the assistance unit, as determined by a needs assessment and documents in the individualized plan.

Basic ongoing needs shall consist of, but are not limited to:

- Food
- Clothing
- Shelter
- Utilities
- Household Goods and General Incidental Expenses
- Personal Care Items
- Transportation Assistance
- School Assistance including Fees for Extracurricular Activities
- Child Care Assistance

FCDHS may allow payments for a special need to a parent or specified caretaker whose child(ren) is eligible and receiving Colorado Works cash assistance.

Additional Cash Assistance may be provided in addition to the monthly BCA in order to support specified caretakers to ensure their continued ability to care for children, or support Colorado Works families with an assessed need.

Assessed Need

An assessed need is defined as any need of a family receiving Fremont County basic cash assistance, beyond ordinary, routine living expenses. Assessed needs include but are not limited to, the items listed above in all categories other assistance and supportive services outlined in this policy. Other items may be identified on a case-by-case basis, at the discretion of FCDHS.

Signed by:

FREMONT COUNTY BOARD OF HUMAN SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date